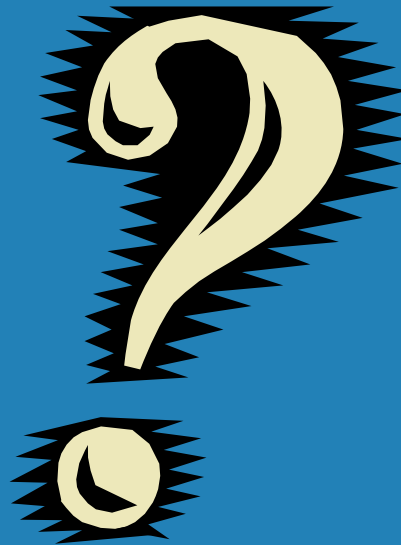# 2006-2007 NHAP

GRANT APPLICATION WORKSHOP

AGENDA

- **Introductions**

- **Overview of Funding Priorities**
- **Overview of Review & Evaluation Process**
- **Awards and Notification Process**
- **Application**
- **Questions & Answers**

Basics

- Do not exceed maximum pages allowed for each section.
- Answer the question. If not clear, e-mail to jean.chicoine@hhss.ne.gov
- Response will be posted to NHAP Web site: http://www.hhs.state.ne.us/fia/nhap/nhap _funding.htm
- Print application on one-side only.

Questions?

Funding Priorities

- Geographic distribution of funds across the state - formula
- Programs that result in increased self-sufficiency
- Role in Continuum of Care
- Strength of collaboration
- Programs that fill a gap
- Prevention

Geographic Distribution of Funds

- Formula:
- $50,000 base
- 1/3 Population
- 1/3 Poverty
- 1/3 Pro Rata
- Source: UNO Center for Public Affairs & Dept. of Housing & Urban Development

Increased Self-sufficiency

- Use supporting data as exhibited in the evaluation section of the application.

Role in Continuum of Care

- Outreach, intake and assessment to identify needs and link to housing and services.
- Supportive services
- Emergency shelter
- Transitional housing
- Permanent supportive housing
- Permanent housing

Strength of Collaboration

- Clear description of agency, mission, and program.
- Clear description of how agency and program relates to other shelters, transitional housing and service providers.
- Clear description of the accomplishments of the regional and sub-regional continuums.

Programs that Fill a Gap

- How would people be assisted if your agency and program was not around?

- How does your agency and program fill a gap that would exist if your agency and program was not around?

- Where in that continuum does your agency fall?

Prevention

- Utility arrearages (notice of termination)
- Rent arrearages (eviction notice)

- Caused by sudden reduction in income.
- Individual and family will be able to resume payments within a reasonable period of time.

Review & Evaluation Process

- Scoring Criteria:
- Organization, Programs, Services (20 pts.)
- Program Funding Request (20 pts.)
- Program Data (10 pts.)
- Budget Information (10 pts.)
- Effectiveness Measures (15 pts.)
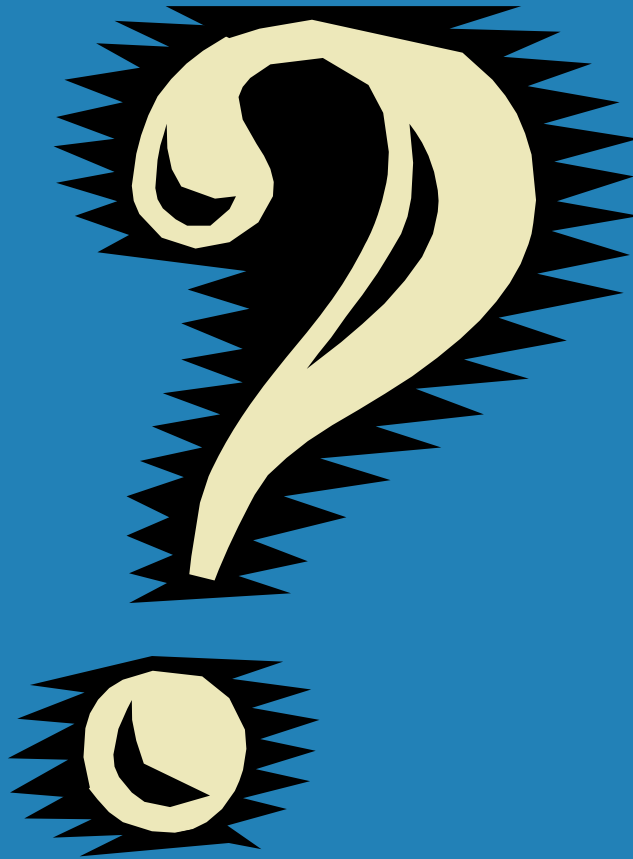- Continuum of Care Involvement (25 pts.)

Awards and Notification Process

- Review teams score proposals end of March/early April and make recommendations for funding.

- HHS reviews recommendations and assesses funding available; funding spreadsheet developed.

- Negotiations and revised budget request completed.

Awards and Notification Process - Continued

- Contracts sent to grantees for signatures, then (2) returned to HHS.

- Press release on 2006-2007 NHAP awards.

- July 1, 2006 - June 30, 2007 new NHAP grant cycle.

- December 4, 2007 - Request for renewal information (2-year funding cycle).

Questions?

Section I:
Organization, Programs, Services

- Organizational development: <u>3 pages</u>
- 1. When founded
- 2. Why founded
- 3. Growth: people served; shelter, housing and/or services offered; addition and development of staff, board & volunteers; education and experience of staff, board & volunteers; growth of financial support.

Section I: continued

- What is the mission statement?

- How does the program to be funded relate to the mission statement?

- What staff is assigned to this project?

- What services are offered, when are they offered, and where does the individual or family access the services offered?

Section I: continued

- Who is the target population?

- What are the characteristics or criteria that make the individual or family eligible for the program? What does the agency do if they are unable to assist someone? This is an opportunity to show your agency's role in the Continuum of Care and how the region collaborates.

Emergency Shelter

Unit	Current #	Projected #
Units	7	8
Beds	14	16
Cots	4	0
Cribs	6	1
Mattresses	2	2

Transitional Housing

Unit	Current #	Projected #
Units	4	0
Beds	12	0
Cots	2	0
Cribs	4	0
Mattresses	0	0

Questions on Section I?

- Organization, Programs, Services:
- When and why funded.
- Growth.
- Mission statement.
- Program and mission statement.
- Staff.
- Services and access to services.
- Target population and eligibility.

Section II:
Program Funding Request

- ○ <u>3 page maximum</u>
- ○ Continuation
- ○ Expansion
- ○ New Program or Services

- ○ Check one of the above.

Section II: continued

- **Project Title - Question 2**

- **1: Continuation: Refer back to Section I.**

- **2: Expansion: Provide historic data (unduplicated) to support expansion.**

- **3: New Program: How does the program fill a gap identified by the Continuum of Care?**

Expansion of Program

Unit	2003	2004	2005
Unduplicated # sheltered	429	632 + 47%	843 + 33%
Services Provided	1,132	2,469 +118%	3,572 +45%
Impact – stable housing	215 50%	531 84%	794 94%

New Program

- Refer to Regional Exhibit 1:
- http://www.hhs.state.ne.us/fia/nhap/c_of_c.htm
- Click on your Region; scroll down and click on Exhibit 1 link.
- Refer to section on gaps analysis and any related narrative.

For Continuation, Expansion, or New

- Why is there a need?

- How does the program help individuals and families achieve self-sufficiency?

- Why should the proposal be funded?

Questions Section II?

- Continuation, Expansion or New?

- Need.
- Self-sufficiency.
- Why should the program be funded?

Section III - Program Data

Age	Homeless		Near homeless	
	Undup.	%	Undup.	%
Adults	220	32.6%	56	33.3%
Youth	15	2.2%	2	1.2%
Children	440	65.2%	110	65.5%
Total	675	100%	168	100%

Section III - Program Data Questions

- Increase or decrease?
- What percent?
- Change in demographics? Explain.
- Interpretive services?
- Interpretive service provided?
- Additional interpretive services?
- Use space provided for these questions.

Questions Section III?

- Increase or decrease.

- Change of demographics.

- Interpretive services.

Section IV - Budget Information

- **2 page maximum** - narrative
- **If both homeless and near homeless are served, there is an option to submit separate budgets for both.**
- **1. First page - Current funding sources & projected funding sources.**
- **2. Second page - Program expense by line item. This must total the projected funding sources on the first page.**

Budget Continued

- 3. Third page - Recap sections A, B, C & D and total.

- 4. Budget narrative - Explain how the line items were calculated.

- Example: Facility Rent @ $1,500 per month x 12 months = $18,000.

- Budget narrative is limited to two (2) pages (four (4) if both homeless & near homeless programs).

Questions Section IV?

- Budget.

- Budget narrative.

Section V - Effectiveness Measures

Resources	Activities	Outputs	Outcomes	Impact
Your planned work.		Your intended results.		
Resources needed to carry out the program.	Activities related to the program.	What is delivered because of the activities.	The benefit that the individual or family gets.	Changes that are visible to all.

Effectiveness Measures

Resources	Activities	Outputs	Outcomes	Impact
Your planned work.		Your intended results.		
Classroom space; volunteers; child care; curriculum, instuctors, clients, etc.	Review avail. of space; confirm vol.; set up child care; confirm instructors & clients, etc.	Conduct 6 sessions of 1 hr. classes on fin. Fit. for 72 ind. in 6 counties; etc.	61 of 72 will increase fin. pln. skills; 36 of 72 will pay down debt	Increase in fin. skills in comm.

Section V - Effectiveness Measures - Outcomes & Impact

- What are the successes?
- What are the challenges?
- Are there individuals and families who need shelter, transitional housing, or services and are not receiving them?
- Explain.
- Use space provided & form at end of application.

Questions Section V?

- Successes and challenges?

- Unmet need?

Section VI - Continuum of Care

- Participation
- Who participates?
- Non-attendance - why?
- Collaboration
- Other planning efforts

Questions Section VI?

- How does collaboration occur?
- How does your agency fit in?
- What is the process for identifying needs and gaps in services?
- How does your continuum ensure that services are not duplicated?

Certifications

- One signature for compliance with:
- 1) Continuum of Care
- 2) NMIS (additional questions)
- 3) Drug-free workplace

NMIS

- Utilizing NMIS?
- How many licenses?
- Entering data?
- When began entering data?
- Data integrity?
- Unduplicated reports?
- If not using, why not?.

NMIS

- At end of 2006, timetable will be developed regarding reporting on NMIS.

- If not on NMIS, method to unduplicate must be adopted.

Questions: Certifications?

- Continuum of Care.

- HMIS/NMIS

- Drug-free workplace

General Questions?